



“OUR CHILDREN – OUR FUTURE”

## ***Ravenswood City School District***

### **ADMINISTRATIVE OFFICE**

2120 Euclid Avenue, East Palo Alto, California 94303  
(650) 329-2800 Fax (650) 323-1072

#### *Board Members:*

Ana Maria Pulido, President  
Sharifa Wilson, Vice President  
Stephanie Fitch, Clerk  
Marielena Gaona- Mendoza, Member  
Tamara Sobomehin, Member

Gina Sudaria

*Interim Superintendent*

### **Memorandum of Understanding**

#### ***BETWEEN***

Ravenswood City School District

#### **AND**

**Children’s Health Council (CHC)**

This Memorandum of Understanding (MOU) describes and confirms an agreement between the ***Ravenswood City School District (DISTRICT)*** and ***Children’s Health Council (CHC)***. The purpose of this agreement is to formalize and clarify any expectations of and the relationship between the parties involved, thereby ensuring an effective working relationship for the implementation of Mental Health Services and Supports.

#### **I. DESCRIPTION OF SERVICES and PURPOSE OF COLLABORATION**

CHC will collaborate with RCSD to provide mental health services, including workshops and consultations, to teachers, staff, and parents with the purpose of providing support for students with identified social-emotional and behavioral needs.

#### **II. TERMS OF UNDERSTANDING**

This agreement is effective on July 1, 2020 and will remain in effect until June 20, 2021, unless terminated pursuant to Section IX. The MOU shall be reviewed quarterly to ensure that it is fulfilling its purpose and to make any necessary revisions.

Amendments to this MOU must be provided to all signing persons and will become effective upon the signed approval of all parties.

#### **III. SCHOOL and DISTRICT OBLIGATIONS**

A. The DISTRICT will ensure that an appropriate administrator will be designated for assistance in implementing mental health services. The administrator will perform, but is not limited to, the following functions:

- Identify and communicate needs of parents and staff in order for the workshops to be tailored to fit the context of the community.
- Provide reasonable time and location accommodations for workshops and consultations to take place.
- Include workshops in appropriate special events (such as the Parent’s Retreat, professional development, etc.).
- Support CHC representative in engaging with parents and staff and gaining trust and credibility.
- Assist in outreach by promoting workshops. When feasible, parents and staff will be offered accommodations and/or incentives by RCSD; attendance is expected to increase over time.
- Identify and refer students with social-emotional and/or behavioral needs for student-centered consultations. Assist in linking parent/student/staff to CHC representative

- B. The DISTRICT agrees to appoint District staff, as necessary, to act as the primary point of contact between *and RCSD* for the development of a strategic plan for serving Ravenswood students.
- C. The DISTRICT agrees that District staff will help facilitate the process to gain access to program needs such as appropriate space, student information, etc.
- D. The DISTRICT agrees that *Ravenswood City School District* will act as primary reporting agency when a staff person informs school staff of reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district.
- E. The DISTRICT will provide professional development to assist [REDACTED] in aligning [REDACTED] to the DISTRICT Common Core curriculum. **(INCLUDE ONLY IF APPLICABLE)**
- F. The DISTRICT will provide student report card and student progress information to [REDACTED] for instructional placement. **(INCLUDE ONLY IF APPLICABLE)**

*RCSD* agree to the reporting process outlined in Appendix A.

#### IV. *Children's Health Council (CHC)*

- A. *CHC* agrees to provide stated service as in Section I to the schools identified in section III.A.2. Activities outside those specified in the stated services (section I) will be determined jointly by representatives from DISTRICT and *CHC* (e.g. field trips, etc.).
- B. *CHC* agrees to collaborate with the Director of Student Services and/or District Summer Program Coordinator and other RCSD staff in providing timely attendance reports, programming updates, student reports, accountability reports, and other unspecified reporting.
- C. *CHC* agrees to work with RCSD Child Nutrition Services for any food service needs.
- D. *CHC* agrees that services provided by *CHC* pursuant to this MOU may be supervised and evaluated by staff from the Ravenswood City School District as a supplement to *CHC* primary oversight.
- E. *CHC* staff will ensure that there is **20:1 student to supervisory<sup>1</sup> staff ratio** at all times.
- F. *CHC* will ensure that all staff in a supervisory position within the 20:1 ratio will fulfill the requirements for an instructional aid status (NCLB compliant) as listed below:
  1. have an AA or BA degree or
  2. have 48 semester or 72 quarter college units or
  3. Have a passing status on the Instructional Aid Exam administered by RCSD.
- G. *CHC* agrees to provide orientations/presentations to district representatives, program staff, school staff and parents for informative purposes.
- H. *CHC* agrees to provide the DISTRICT with a schedule and calendar of daily activities and upcoming events and to coordinate with the Director of Curriculum & Instruction and/or other District Staff in the planning and coordination of these events.
- I. *CHC* agrees that when its interns and volunteers are utilized<sup>1</sup>, staff from *CHC* will be responsible for their training, supervision, TB clearance, fingerprinting, federal criminal

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<sup>1</sup> Supervisory is defined as any one adult on school grounds in charge of 20 students or less, regardless of their status as an employee or volunteer.

background check, and of ensuring that such person fulfills all district requirements for instructional aid status if this person is in a supervisory position within the 20:1 student to staff ratio.

- J. *CHC* agrees to ensure that all of their staff who will be on school property or work with students has proof of a negative skin test or chest x-ray for Tuberculosis. *CHC* will provide RCSD with written verification that program staff has been cleared.
- K. *CHC* agrees to ensure that all program staff that will be on school property has proof of FBI and Department of Justice Child Abuse Index fingerprint clearance. *CHC* will provide RCSD with written verification that program staff has been cleared.
- L. *CHC* agrees that in every case where a program staff person has reasonable suspicion of child abuse, child neglect, harm to self or harm to others of a student residing in the district, the staff person will comply with the reporting process outlined in Appendix A.
- M. *CHC* has in force, and during the term of this Agreement shall maintain in force, a Comprehensive General Liability Insurance policy with limits not less than \$1,000,000.00 (one million dollars) each occurrence combined Single Limit for Bodily Injury and Property Damage. The policy shall name as additional insured the Ravenswood City School District, its Board, officers and employees. The policy shall require the insurer to provide to the District a thirty-(30) day notice of any cancellation or reduction of such insurance.

V. **CONFLICT RESOLUTION**

The Parties agree that differences of opinion regarding personnel or service practices or Parties will be discussed. If resolution is not obtained then, decisions will be made after discussion between the Director of Student Services, Director of Curriculum & Instruction, and *CHC* management representatives.

VI. **NON-DISCRIMINATION**

*CHC* and the DISTRICT shall not discriminate against any person rendering or receiving services pursuant to this Memorandum, on the basis of race, color, age, marital status, national origin, sex, creed, sexual orientation, or physical or mental disability, including HIV disease, as provided by State and Federal Law.

VII. **HOLD HARMLESS**

Each party is an independent contractor responsible for its acts and the acts of its officers, agents, and employees. Each party agrees to indemnify, defend, and hold harmless the other party, its officers, agents, and employees from any and all loss, injury, liability, damages, claims, demands, suits, or judgments arising from the acts or omissions of its officers, agents, and employees in connection with the performance of this agreement.

VIII. **CONFIDENTIALITY**

The parties shall maintain the confidentiality of all records generated during the period of this agreement pursuant to applicable Federal and State laws.

IX. **TERMINATION**

This Agreement may be terminated by either party by giving a minimum of thirty (30) days advance written notice to all parties.

X. **NOTICES**

All notices of the parties shall be in writing and shall be addressed as set forth below:

***Children's Heath Council (CHC)***

Ramsey Khasho, Psy.D.  
Chief Clinical Officer  
650 Clark Way  
Palo Alto, CA 94304

TO SCHOOL DISTRICT:  
Superintendent  
Ravenswood City School District  
2120 Euclid Avenue  
East Palo Alto, CA 94303

Copy to:

Business Services  
Ravenswood City School District  
2110 Euclid Avenue  
East Palo Alto, CA 94303

**SIGNATURE PAGE**

**XI. AUTHORIZATION**

The signing of this MOU is not a formal undertaking. It implies that the signatories will strive to reach, to the best of their ability, the objectives stated in the MOU.

On behalf of the organization I represent, I wish to sign this MOU and contribute to its further development.

***RAVENSWOOD CITY SCHOOL DISTRICT***

\_\_\_\_\_  
Gina Sudaria, Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

***Children's Health Council (CHC)***

\_\_\_\_\_  
Dr. Ramsey Khasho, Chief Clinical Officer

\_\_\_\_\_  
Date

\_\_\_\_\_

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## APPENDIX A

### REPORTING PROCESS OF CHILD ABUSE, CHILD NEGLECT, HARM TO SELF OR HARM TO OTHERS

#### RAVENSWOOD CITY SCHOOL DISTRICT and *CHC*

The DISTRICT and the schools within the district and *CHC* agree to the following process in the case of a student within the district reporting child abuse, child neglect, harm to self or harm to others:

1. In the case of harm to self, harm to others, or reporting of child abuse, *CHC* staff will immediately contact and inform the appropriate program coordinator and/or school administrator to initiate the school's reporting process and *CHC* staff-person will make a verbal and written report to that after school program site coordinator and/or school administrator.
2. The district's school sites shall carry out the reporting responsibilities (reports to law enforcement/child protective agencies) required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.) These include reports of the known or suspected instance of abuse to the child protective agency immediately, or as soon as practically possible, by telephone and by sending a written report within 36 hours of receipt of information by *CHC*.
3. Within 24 hours, the school will send a facsimile transmission immediately, or as soon as practically possible, to *CHC* confirming that the verbal report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency.

The school will also send a facsimile transmission immediately, or as soon as practically possible, to *CHC* confirming that a written report was made, as required by the Child Abuse and Neglect Reporting Act (Penal Code section 11164 et seq.), to the appropriate child protective agency within thirty-six (36) hours.

4. *CHC* staff will send a letter concerning the incident within twenty-four (24) hours to the Director of Student Services. (Director should be notified immediately along with site coordinator- Director should be aware and will be consulted in the event that a report is made – probably move this up in your process...)